



UNITED STATES MARINE CORPS

INSPECTOR-INSTRUCTOR STAFF, SOUTH BEND
ENGINEER COMPANY B (REIN)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46618-1798

IN REPLY REFER TO:

5605

CO/I-I

31 Dec 03

COMPANY POLICY LETTER 01-04

From: Commanding Officer/Inspector-Instructor

Subj: DISTRIBUTION LIST

Encl: (1) Distribution List

1. Purpose. To publish distribution lists for Company B and I-I Staff directives and correspondence.

3. Action. All Company/I-I Staff directives and correspondence will be disseminated as shown in the enclosure. Originators of company/I-I Staff directives and correspondence will refer to the enclosure and limit the distribution to that required for effective dissemination of the matter involved. When variance from one of the established distribution lists is appropriate, the desired distribution will be shown as indicated in the examples below for directives and correspondence;

a. Directives

DISTRIBUTION: A

Copy to: I-I, 6th ESB

b. Correspondence

Distribution:

A

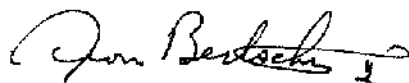
Copy to:

I-I, 6th ESB

4. Request for changes. Request for changes to the enclosure will be submitted to the Commanding Officer/Inspector-Instructor, Engineer Company B in writing with complete justification.

Subj: Distribution List

5. Reserve Applicability. This letter is applicable to the Marine Corps Reserve.



L. R. BERTCHY II
Commanding Officer



A. N. Green III
Inspector-Instructor

Subj: Distribution List

ADDRESSES	A	B	C	D
Inspector-Instructor	1			
1 st Sgt	1			
Operation Chief	1			
Administration Chief	1			
Corpsman	1			
Heavy Equipment Chief	1			
Motor Transport Chief	1			
Service Record Book	1			
Clerk				
Unit Dairy Clerk	1			
All Hands, I-1		9	9	9
All Hands, Eng Co B				171
Company Commander		1	1	
Company 1 st Sgt		1	1	
Company GySgt		1	1	
1 st Platoon		1	1	
2 nd Platoon		1	1	
Support Platoon		1	1	
Inspector-Instructor			1	
6 th ESB			1	
I-I Operations				
Officer			1	
I-I Supply Officer				
I-1 Personal Officer			1	
I-I Sgt Maj			1	
BN Commander			1	
BN XO			1	1
BN Sgt Maj			1	
BN S-1			1	1
BN S-2			1	
BN S-3			1	
BN S-4			1	1
BN S-6			1	
PWST RTC OIC			1	
PWST Asst RTC OIC		1	1	1
Files/Folders		1	1	1
Read Board	1	1	1	1
Total	10	19	31	187

A - Directives and correspondence applicable to the I-I Staff only.

B - Joint directives and correspondence applicable to the I-I Staff and Co B.

C - Correspondence and Orders pertaining to BN.

D - Drill letters.

Enclosure (1)